

INSTRUCTIONS

GENERAL

Use. Use this form to order the transcripts of proceedings. Complete a separate Transcript Designation and Ordering Form (TDO) for each case number for which transcripts are ordered. This form should be used to comply with the Federal Rules of Appellate Procedure and the Local Rules of the U.S. Court of Appeals for the Ninth Circuit regarding the designation and ordering of court reporters' and court recorders' transcripts.

Completion. Complete Items 1-20.

Submitting to the Court. Submit the form in the format required by the Court.

Transcript Payment. If the transcript is ordered from a court reporter, the court reporter will provide the estimate of cost to the ordering party. The ordering party will compensate the court reporter directly. If the transcript is ordered from a digitally recorded proceeding, a Court Reporting Services staff member will provide the estimate of cost to the ordering party and provide information on where to send payment to the chosen transcription company.

Delivery Time. Delivery time is computed from the date payment is received by the court reporter and/or transcription company.

Completion of Order. The court reporter and/or transcription company will provide the ordering party a complete transcript in PDF (unless a hard copy is requested by the ordering party) along with electronically filing the transcript in the Court's docket and providing the ordering party with access on PACER.

SPECIFIC

Items 1-20 These items should be complete.

Item 5 Email address of the person to contact for questions.

Item 10 District Court case number.

Item 11 District Court case name.

Item 12 District Court judge's name.

Item 13 Ninth Circuit appeal case number.

Item 14 Check applicable boxes.

Item 15 Specify the hearing dates and designated court reporter or court recorder. Refer to the docket, minute order and Court Reporter Schedule to verify that the designated court reporter or court recorder is accurate.

Note: If designating more than five hearing dates, attach a separate page with designated dates and names of court reporters or court recorders.

Item 16 Categories. There are six (6) categories of transcripts which may be ordered. These are:
Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order and payment arrangements have been satisfied with the court reporter and/or transcription company.

14-Day. A transcript to be delivered within fourteen (14) calendar days after receipt of an order and payment arrangements have been satisfied with the court reporter and/or transcription company.

Expedited (7 days). A transcript to be delivered within seven (7) calendar days after receipt of an order and payment arrangements have been satisfied with the court reporter and/or transcription company.

Daily. A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day and payment arrangements have been satisfied with the court reporter and/or transcription company.

Hourly. A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours and payment arrangements have been satisfied with the court reporter and/or transcription company.

Realtime. A draft, unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment. (Only a Certified Realtime Reporter may provide this service.)

NOTE: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the 14-day *delivery* rate, and if not completed and delivered within 14 calendar days, payment would be at the ordinary delivery rate.

Item 17. Enter the date of signing.

Item 18 Signature in this space certifies that you will pay or have paid all fees to the court reporter and/or transcription company. It is acceptable to sign the form with a digital signature or to sign as follows: **/S/ Efiler's name.**

Item 19. **Required field if requested transcript is from a digitally recorded proceeding.**
Enter the name of the transcription company chosen to prepare the transcript.

Item 20. **Required field if requested transcript is from a court reporter.**
Enter applicable dates and name of official court reporter that applies to each date being ordered.